

Meeting Cancellation Letter

Dear [Recipient],

I regret to inform you that I must cancel our scheduled meeting on [date and time]. Unfortunately, due to unforeseen circumstances, I am no longer able to attend the meeting.

I apologize for any inconvenience this may cause and would like to assure you that I remain committed to our professional relationship. I would be happy to reschedule the meeting at a time that is convenient for both of us, if that is agreeable to you.

Once again, I apologize for the inconvenience and hope that we can find a suitable time to meet in the near future. Thank you for your understanding.

Best regards,

[Your Name]